

Financial Manager

Working Title: Deputy State Controller

Position Summary

Functions in the capacity of the deputy state controller. Manages the accounting operations section within the State Controller's Office; recommends accounting policy and procedure changes; manages the closing of the state's books and preparation of the Annual Fiscal Report; manages the state's treasury functions, fund cash forecasting and budget control operations; assists the State Controller in bureau and statewide matters, including the operation of the statewide accounting system.

- 30% A. Assist the State Controller with the day-to-day operations of the State Controller's Office, including:**
- A1. Representing the State Controller's Office, in place of the State Controller, at meetings with state agencies.
 - A2. Coordinating bureauwide administrative tasks.
 - A3. Conducting bureau staff meetings, in the absence of the State Controller.
 - A4. Administering bureauwide procurements.
 - A5. Coordinating development of the bureau's annual operating budget, including determining requirements for computer hardware and software.
 - A6. Directly supervise 3 financial management supervisors that manage the areas of Accounting Operations, Capital Accounting and Treasury Management, including providing performance evaluations at least once per year and determining training needs to maintain staff skills in their area of expertise.
- 25% B. Manage the general accounting function of the state's central accounting operations; update and revise the state's chart of accounts and accounting manual, as necessary; and oversee accounting system maintenance. Assist the State Controller in the implementation of a new statewide accounting system.**
- B1. Ensure that the general ledgers, appropriations and all accounts are posted promptly and accurately; checks are written expeditiously; and that all necessary changes are accommodated in the accounts.
 - B2. Work with the State Budget Office to enforce the state's budget at the appropriation level. To the extent that budget changes are made by the Legislature during a fiscal year, insure that all necessary changes are captured in the budget posted to the accounting system.

- B3. Ensure that periodic and annual reconciliations and certifications of all agency records are completed correctly within prescribed timeframes.
 - B4. Develop and issue financial control policy and procedures for recording and reporting information consistent with Wisconsin Statutes and practices. Codify the policies in the State Controller's Office accounting manuals.
 - B5. Review and approve/modify requests for new chart of accounts coding. Ensure that coding meets the needs of management to the extent practicable.
 - B6. Work with Division of Enterprise Technology staff to establish priorities for the maintenance of the accounting system.
 - B7. Monitor and change as necessary the work schedule for daily, weekly, monthly and yearly activities for the accounting system.
 - B8. Attend statewide accounting system (STAR) project status meetings, where necessary.
 - B9. Oversee staff training requirements and policy modifications required to implement and maintain a new statewide accounting system.
- 10% C. **Serve as the manager over the annual closing of the books and preparation of the Annual Fiscal Report (AFR).**
- C1. Oversee collection of appropriation certifications (Form 78) for all agency appropriations.
 - C2. Coordinate with the agency chief accountants, the Accounting Section personnel, and other involved parties, the annual closing of the State's books of record.
 - C3. Coordinate and review for accuracy the Annual Fiscal Report information.
 - C4. Provide management with information relating to the AFR balances as needed before publication of the report. Meet with the auditors from the Legislative Audit Bureau to answer questions and supply information, as necessary.
 - C5. Oversee the publication of the AFR and ensure delivery by the statutory deadline of October 15. The report is to be of professional quality in appearance and content.
- 15% D. **Manage Treasury Operations of the State; including serving as staff to the Depository Selection Board and directing the preparation of the Statewide Cost Allocation for federal reimbursement of costs incurred administering federal programs.**
- D1. Manage the cash flow projections for all funds, but with special emphasis on the state's general fund.

- D2. Ensure that drawdowns of federal cash are made in a timely manner and in accordance with the state CMIA agreement with the federal government.
 - D3. Ensure the accurate preparation of weekly, monthly and quarterly cash flow reports, as required by management, Joint Committee on Finance and external authorities.
 - D4. Work with the Depository Selection Board and staff for banking services and related issues for state agencies
- 15% E. **Oversee accounting and reporting functions of the Capital Accounting Unit.****
- E1. Direct the accounting and reporting functions of the Capital Accounting Unit.
 - E2. Direct the accounting and reporting functions of the Clean Water Fund program.
- 5% F. **Assist with the preparation of the State's Comprehensive Annual Financial Report and other special reports, as directed by the State Controller.****
- F1. Assist the GAAP Financial Supervisor with planning, preparation and review of the Comprehensive Annual Financial Report (CAFR).
 - F2. Ensure production of special reports, including quarterly Census Bureau reports, annual county special charges, monthly investment pool earnings, and other reports or analyses as directed or required.